

CLASS TITLE: CHIEF, VETERANS AFFAIRS

Class Code: 02574500

Pay Grade: 30A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the administration of social service programs for war veterans and their dependents and, as Commandant for managing the functions and services of the Rhode Island Veteran's Home; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior; work is subject to occasional review for results obtained.

SUPERVISION EXERCISED: Plans, directs, coordinates and reviews the work of subordinates engaged in providing social services for war veterans and their dependents, including programs for domiciled war veterans at the Rhode Veteran's Home; supervises, administratively, the work of staff physicians and other clinical aspects of patients' care.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the administration of social service programs for war veterans and their dependents and, as Commandant, for managing the functions and services for the Rhode Island Veteran's Home.

SOCIAL SERVICES:

To administratively supervise the work of a staff engaged in providing social services, including financial assistance, to eligible honorably discharged war veterans and their dependents, and to interpret pertinent laws, rules and regulations.

To work with federal agencies, such as the Veterans Administration and the Social Security Administration, and public and private health and social service agencies for the purpose of coordinating and making available community resources for the benefit of war veterans and their dependents in need of, and eligible for, such services.

To supervise the graves registration program involving the location and identification of all veterans' graves in the state; to supervise the care of veterans' graves neglected or abandoned in any private or public cemetery and to arrange for their restoration and maintenance; to supervise the erection or replacement of federal and state veterans' headstones and markers; to supervise the distribution of flags to veterans' organizations for decoration of veterans' graves.

To assist and coordinate a statewide program of rehabilitation of abandoned and neglected Historical Cemeteries; to maintain maps and records of the location and condition of such cemeteries.

To prepare the annual report and budget estimates for the social service and graves registration programs; to be responsible for the administration of the annual appropriation of the unit.

AS COMMANDANT OF THE RHODE ISLAND VETERANS' HOME:

To be responsible for the management of such functions: the administration of the medical, therapeutic, rehabilitation and recreational services and programs designed for the care and welfare of chronically ill, severely disabled and domiciliary veterans; the preparation and submission of annual budget estimates; appropriation and receipts accounting; office services; purchasing; inventory control of supplies and equipment; dietary services; safety programs; and building and grounds maintenance.

To represent the interests of the Veterans' Home in meetings of professional, veteran and civic groups and to identify the needs of the Home to such groups and organizations; to interest said groups and organizations in the state's program for the care of disabled veterans and to arrange for visits and tours of the Home by interested groups.

To be responsible for the admission of eligible war veterans to the Home and their discharge therefrom.

To review all cases of alleged misconduct of domiciled war veterans and to take such disciplinary action as is required.

To plan, direct, coordinate and review the work of a staff engaged in social service and veterans care programs; to confer with staff concerning needs and requirements and to take necessary action where appropriate to establish priorities; to participate in the development and maintenance of an in-service employee training program.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the federal and state laws relating to veterans' benefits and programs; a working knowledge of social work practices; a working knowledge of individual and social factors contributing to personal maladjustment and dependency; a working knowledge of state law relating to veterans' graves and cemeteries; a working knowledge of the modern principles and practices of nursing home administration; a familiarity with the practices and procedures of fiscal administration and basic accounting; the ability to administer a variety of programs and services such as nursing, therapeutic activities, recreation, housekeeping and dietary and social services; the ability to plan, direct, coordinate and review the work of a professional, technical, and supervisory staff providing care and services to war veterans and their dependents; the ability to estimate needs and requirements accurately in order to correlate supporting services; the ability to maintain an effective public relations program with veterans' organizations, state departments and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing, including or supplemented by courses in social work and business or public administration; and

Experience: Such as may have been gained through: employment in a supervisory position in the field of hospital or nursing home administration or institutional management.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: As a condition of appointment, must be an honorably discharged war veteran of any war in which the United States has been engaged; and, must meet and maintain requirements to operate and manage a nursing home as established by the Rhode Island Department of Health.

Class Revised: December 22, 1985

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